



COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF ENERGY & ENVIRONMENTAL AFFAIRS
DEPARTMENT OF ENVIRONMENTAL PROTECTION
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Commissioner

Massachusetts Department of Environmental Protection

Diversity Office Internship, Boston, MA

Agency Mission

The MASSDEP is a state agency responsible for protecting human health and the environment by ensuring clean air and water, the safe management and disposal of solid and hazardous wastes, the timely cleanup of hazardous waste sites and spills, and the preservation of wetlands and coastal resources. The MassDEP is one of the agencies in the Executive Office of Energy and Environmental Affairs. The MassDEP's role under Article 97 of the Massachusetts Constitution is the guarantor of the people's right to "clean air and water", as well as "the natural scenic, historic and aesthetic qualities of the environment."

DEP's Diversity Vision and Mission

The Massachusetts Department of Environmental Protection in fulfilling its vision to advance diversity at the agency as we seek to hire, retain, and promote women and men from different racial, cultural, economic and ethnic backgrounds regardless of their sexual orientation or disability status. Through effective and fully compliant affirmative action and equal opportunity policies, MassDEP strives to attract members of groups traditionally underrepresented in the environmental field and to increase the number of minority and women applicants for its vacancies.

MassDEP is committed to promoting and developing equality of opportunity in all its functions and will seek to do this by:

- Communicating its commitment to equality and diversity to all members of its community
- Communicating where responsibility lies for equality issues
- Providing training for decision-makers and briefings for all staff
- Develop enforcement mechanisms for implementation, monitoring, evaluation and review
- Taking positive actions to redress any gender, racial or other imbalances in the workforce

The MassDEP expects every member of its environmental family to embrace the underlying values of our diversity vision and mission and to demonstrate a strong commitment to attracting, retaining and supporting customers and staff who reflect the diversity of the larger community.

Internship Practicum Student:

This position will serve as a member of the Diversity office and reports directly to the Director of Diversity. The diversity intern will assist with administrative programs that will facilitate a diverse and inclusive environment for all employees and build on underrepresented personnel and administrators. Additionally, the diversity intern will provide appropriate and broadly defined diversity-related duties that support foster and maintains a diverse and inclusive environment for all members at DEP.

ESSENTIAL DUTIES:

- Develop new methods to create a respectful and inclusive climate.
- Be apart of the training team to assist in the deliverance of DEP's staff diversity training programs
- Provide research and statistical data to quantify diversity related project outcomes
- Provide logistical support to organizing events and meetings
- Attending Career fairs to recruit diverse candidates for employment at DEP.
- Corresponding with staff, volunteers, and committee members, including events announcements, meetings, etc.
- Creating and distributing educational and promotional materials about diversity
- Providing administrative support as necessary to maintain department functions

INTERPERSONAL SKILLS: Strong written and oral communication skills; commitment to promoting a diverse inclusive environment and working effectively in a diverse environment.

RELATED TRAVEL: There may be opportunities to get involved with both local and region wide diversity related workshops and conferences.

MassDEP has offices in the following locations: Boston, Wilmington, Springfield, Lakeville, Worcester, Cape Cod and Lawrence. The Diversity Office is located in DEP's headquarters office in Boston, MA.

APPLY: See <http://mass.gov/dep/about/employment/hire.htm#intern>.